

Warren County Board of Supervisors

RESOLUTION NO. 312 OF 2015

Resolution introduced by Supervisors Monroe, Girard, Sokol, Wood, Frasier, Westcott and Strough

ADOPTING THE WARREN COUNTY BOARD OF SUPERVISORS RULES AND PROCEDURES FOR PUBLIC PARTICIPATION AT BOARD OF SUPERVISORS MEETINGS AND BOARD OF SUPERVISORS COMMITTEE MEETINGS

RESOLVED, that the Warren County Board of Supervisors hereby adopts the Warren County Rules and Procedures for Public Participation at Board of Supervisors Meetings and Board of Supervisors Committee Meetings, as submitted by the Warren County Attorney, and annexed hereto as Schedule "A".

SCHEDULE "A"

WARREN COUNTY BOARD OF SUPERVISORS
RULES AND PROCEDURES FOR PUBLIC PARTICIPATION
AT BOARD OF SUPERVISORS MEETINGS AND
BOARD OF SUPERVISORS COMMITTEE MEETINGS

SECTION 1. PURPOSE AND SCOPE:

- (a) The people's right to witness and observe the governmental decision-making process in action is fundamental to our society and to maintaining the integrity of governmental decision-making processes. Access to public portions of meetings of the Warren County Board of Supervisors must be fostered, protected and maintained.
- (b) The Board of Supervisors adopts these rules and procedures in order to provide direction concerning the procedures by which the public may provide comment during regular or special meetings of the Board of Supervisors, Board of Supervisors Committee meetings and public hearings of the Board of Supervisors.

SECTION 2. REGULAR AND SPECIAL MEETINGS OF THE BOARD OF SUPERVISORS AND PUBLIC HEARINGS:

As provided herein, public comment during a regular or special meeting of the Board of Supervisors will be allowed during the following periods:

- 1. During discussion and public comment on proposed Resolutions item as appearing on the agenda.
- 2. During the privilege of the floor item as appearing on the agenda.
- 3. During a public hearing.
- 4. At the absolute discretion of the Chairperson following a scheduled presentation to the Board of Supervisors as appearing on the meeting agenda.
- 5. Such other times as within the absolute discretion of the Chairperson.

SECTION 3. PRESENTATIONS AT REGULAR AND SPECIAL MEETINGS OF THE BOARD OF SUPERVISORS AND BOARD OF SUPERVISORS COMMITTEE MEETINGS:

When an individual, group or association will be making a presentation to the Board of Supervisors and/or Board of Supervisors Committee, the Chairperson shall designate the amount of time allowed for the presentation. Generally, the time allowed for the presentation shall not exceed fifteen (15) minutes.

SECTION 4. REGULAR AND SPECIAL COMMITTEE MEETINGS:

As provided for herein, public comment during a regular or special Committee meeting of the Board of Supervisors will be allowed during the following periods:

1. During a public comment period provided such comment period appears on the meeting agenda.
2. At the absolute discretion of the Chairperson following a scheduled presentation to the Committee as appears on the meeting agenda.
3. Such other times as within the absolute discretion of the Chairperson.

SECTION 5. PUBLIC COMMENTS - TIME LIMITATIONS APPLICABLE TO ALL BOARD OF SUPERVISORS REGULAR AND SPECIAL MEETINGS, COMMITTEE MEETINGS AND PUBLIC HEARINGS:

- (a) Generally, comments by speakers will be limited to three (3) minutes. However, based upon the perceived or expressed level of public interest in a particular matter, the Chairperson, may, in his or her absolute discretion increase the time period. In all instances, the Chairperson shall have the authority and discretion to adjust speaking time limits as the Chairperson deems appropriate and necessary. Depending upon the length of a meeting or public hearing and the perceived or actual level of public interest in the subject matter, the Chairperson may allow for additional comment by an individual who has previously provided comment during the same meeting or public hearing on the subject matter. In order to request an additional opportunity to provide comment the individual must first be recognized by the Chairperson. The individual will then approach the podium and state for the record the subject matter for which they desire to make additional public comment. In all instances, the Chairperson shall have absolute discretion to allow or disallow the additional public comment. Any additional public comment must be relevant and material to the subject matter of the meeting or public hearing and shall not be repetitive or redundant of comment previously provided.
- (b) Notwithstanding the foregoing, the Chairperson may, at any time, recognize or call upon a Supervisor and/or Department Head to answer questions or provide comment. The Chairperson shall in his or her absolute authority and discretion determine the length of the time for which the Supervisor and/or Department Head shall be recognized.
- (c) No person may assign their comments or time period to speak to another person.

SECTION 6. ADDRESSING THE BOARD OF SUPERVISORS OR COMMITTEE OF THE BOARD OF SUPERVISORS:

A person desiring to make a public comment shall raise their hand and request to be

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recognized by the Chairperson. When called upon by the Chairperson the individual shall approach the podium and state for the record their name and address and immediately proceed to making the public comment.

SECTION 7. DECORUM AND ETIQUETTE:

- (a) In order to maintain proper order and decorum during any meeting including a public hearing, a person who makes a rude or vulgar comment or engages boisterous or disruptive behavior, or who is unruly may, at the absolute discretion of the Chairperson be removed from the meeting or public hearing and may only return upon permission of the Chairperson. No member of the public shall interrupt a person who is making a public comment at the podium or who has otherwise been recognized by the Chairperson to make a public comment.

SECTION 8 SEVERABILITY:

The invalidity or unenforceability of any provisions of these rules and procedures shall not affect the validity or enforceability of any other provision of these rules and procedures, which shall remain in full force and effect.

Adopted by Resolution No. _____ of 2015
on _____, 2015.